

Event Application - Low Impact

Form Preview

Instructions for completing the event application

Before you proceed, please read the City's Event Policy and Guidelines under our [events webpage](#). There are some occasions where an event application is not required.

Please ensure that you are running the LOW IMPACT EVENT Category before you continue.

If you would like further clarification about the event requirements, please contact Environmental Health Services directly on 9439 0475 or health@kwinana.wa.gov.au.

For City of Kwinana owned and managed venues, please ensure that the venue booking is made through [Space To Co](#) **BEFORE** completing this application.

There may be other requirements not mentioned in this application that may be necessary for you to provide or complete in order to conduct the event.

Unsubmitted application will not be considered.

The City may at its discretion refuse to accept an event application that has been submitted outside the nominated event approval timeframe as detailed in the events guideline.

If you do contact us throughout the application process, please quote the application number below:

Application Number

This field is read only.

Low Impact Event

I certify that this application will be a LOW IMPACT EVENT:

- 1) 50-199 people expected at any one time AND
- 2) No alcohol involved AND
- 3) No amplified noise AND
- 4) No amusement rides including bouncy castles AND
- 5) No marquees over 18m², no spectator stands or stage higher than 1m above ground level AND
- 6) Less than 5 traders, stalls or food vendors AND
- 7) No changes to traffic conditions and impacts on the normal use of roads.

Applicant Details

* indicates a required field

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Applicant's details

Applicant (Event Organiser)

First Name

Last Name

Are you applying on behalf of an organisation? *

☐ Yes

☐ No

Applicant or organisation postal address

Address

Applicant contact phone number *

Must be an Australian phone number.
Include area code, e.g. 08 9439 0200.

Applicant email address *

Must be an email address.

Applicant website

Must be a URL.

Organisation Details

Organisation Name *

Organisation Name

Type of Organisation *

☐ Commercial ☐ Not-For-Profit ☐ Community ☐ Government
Other

Does your organisation have an ABN? *

☐ Yes

☐ No

Is your organisation incorporated? *

☐ Yes

☐ No

Primary Contact Details

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Is the applicant the primary contact person? *

☐ Yes ☐ No

Primary Contact Further Details

Primary contact person *

Title First Name Last Name

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This is the person we will correspond with about this event application.

Position held in organisation *

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e.g., Manager, Event Organiser, Secretary.

Primary contact phone number *

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Must be an Australian phone number.

Include area code e.g. 08 9439 0000

Primary contact email address *

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This is the address we will use to correspond with you about this event application.

Would you like to provide a secondary contact person for the event? *

☐ Yes ☐ No

Secondary Contact Details

Secondary Contact

Title First Name Last Name

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Secondary contact position

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Secondary contact phone number

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Must be an Australian phone number.

Include area code e.g. 08 9439 0000

Secondary contact email address

--

Must be an email address.

Organisation Details

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* indicates a required field

Small Business

Are you a small business? *

☐ Yes

☐ No

A small business is a business that employ less than 19 employees.

The City of Kwinana is a Small Business Friendly Council and has a range of opportunities to support local small business. Would like to receive news and information about small business initiatives in the City of Kwinana? *

☐ Yes

☐ No

Applicant ABN

Applicant ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Incorporation certificate

Attach a copy of your organisation's incorporation certificate. *

Attach a file:

Event Details

* indicates a required field

Event Name *

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Please provide a brief description of the event *

Be descriptive, but succinct. Include a brief summary of your activities.

Event nature *

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Parades / carnivals / circuses | <input type="checkbox"/> Market | <input type="checkbox"/> Food and wine show/expos | <input type="checkbox"/> Politician / dignitary visit |
| <input type="checkbox"/> Children's event - fair, carnival etc | <input type="checkbox"/> Food truck event | <input type="checkbox"/> Athletics / sport | <input type="checkbox"/> Street party |
| <input type="checkbox"/> Community event | <input type="checkbox"/> Outdoor movie or cinema | <input type="checkbox"/> Theatrical performances | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Fete / fundraisers | <input type="checkbox"/> Marathon / triathlon / fun runs / rides | <input type="checkbox"/> Agricultural show | |

Tick all that apply.

Event Timing

Event start date *

Event end date *

If unknown, provide your best guess or leave blank

Event start time *

Event finish time *

Set up date *

Must be a date.

Clean up date *

Must be a date.

Set up time *

Clean up time *

Venue Details

Venue (name of reserve, building or public open space) *

Area/room name

Please list all proposed areas: e.g. hall, meeting room, kiosk, change rooms, toilets

Is the event venue owned or managed by City of Kwinana? *

- ☐ Yes ☐ No

If unsure, check <https://www.spacetoco.com/host/city-of-kwinana>

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Is the event held within an indoor or outdoor area? *

- ☐ Indoor area ☐ Outdoor area ☐ Both indoor and outdoor areas

Will you be charging an entry fee to your event? *

- ☐ Yes ☐ No

Will there be any fencing or barrier around the event? *

- ☐ No fencing or closing off areas ☐ Temporary fencing used to fully enclose the perimeter of the event (or enclosed temporary structure) with designated entry and exit gates ☐ Entry/egress is controlled ☐ Other:

- ☐ Low level fencing around parts of the event

For events enclosed by walls or fencing, exit must open in the direction of egress and there must be more than one exit if more than 50 people are expected at any given time. Each exit must be no more than 20m of travel. Exit signs and lighting required for nighttime events.

Space to Co

If yes, have you booked the space through Space to Co? *

- ☐ Yes ☐ Other:

Booking must be made through Space to Co prior to submitting this event application - please visit: <https://www.spacetoco.com/host/city-of-kwinana>

Consent from owner of the land or premises

Attach written approval from owner of the property to hold the event *

Attach a file:

Public Liability Insurance

You are required to hold appropriate public liability insurance. Please ensure that you have contacted your insurance provider to ensure the Certificate of Currency provided covers the Event.

Attach a copy of the public liability insurance certificate of currency for the event *

Attach a file:

Target Audience

Target audience *

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☐ All ages, family groups ☐ Predominantly adults (18 - 70) ☐ Predominantly young people (including under 18s) ☐ Predominantly elderly

Attendance Details

Estimated number of people at any given time

Estimated attendance over the entire event

Must be a whole number (no decimal place) and no more than 199.	Must be a number.
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Permits

* indicates a required field

Permits

Will advertising signs be erected for the event? *

☐ Yes ☐ No

Signage

Location of advertising signage *

☐ On public or private land during the event ☐ On public or private land up to 3 days before the event ☐ In a thoroughfare or public road reserve up to 3 days before the event ☐ In a thoroughfare or public road reserve more than 3 days before the event

Details of signage

Specify size of proposed signs, number of signs, proposed location of signs etc. *

Water Supply, Utilities and Operations

* indicates a required field

Potable Water Supply

Free water must be provided. One water outlet per 500 people. Please indicate drinking water supply on site plan.

Will there be access to a permanent potable water supply at the event (e.g. mains or drinking fountain)? *

☐ Yes ☐ No

Portable Water Supply Details

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How many litres of potable water will be provided? *

Company providing potable water *

Type of water *

☐ Licensed water cart ☐ Bottled
Other

Utilities

Type of communication systems available *

☐ Non required ☐ PA system ☐ Amplifier
Other

Power sources *

☐ Non required ☐ Generator ☐ LPG ☐ Portable gas cyclinders ☐ Existing mains
power
Other

For electrical requirements at events, please visit: https://ww2.health.wa.gov.au/Articles/A_E/Electrical-and-lighting-requirements-public-buildings For gas safety requirements, please visit: https://www.commerce.wa.gov.au/sites/default/files/atoms/files/gas_appliances_checklist_2018.pdf

Power Sources

How will the generator(s), gas cylinder(s) and extension cord(s)/cable(s) be protected from public access? *

Lighting

For night time events or events where lighting will be dimmed or extinguished, stairs, ramps, exit paths and access to toilet areas must be adequately illuminated.

Lighting sources *

☐ Daytime event only ☐ Lighting available inside building ☐ Lighting tower ☐ Stage lighting ☐ Two light sources for each outdoor emergency exit sign (night time events with exit gates around fenced areas).
Other

Please tick all that apply.

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Electrical Information

An electrical contractor must certify that any temporary electrical installations to comply with the Health (Public Buildings) Regulations 1992, by submitting Form 5 Certificate of Electrical Compliance to the local government prior to the event.

Will a licensed electrician be present on the day of the event? *

☐ Yes ☐ No

Electrician's Details

Company	Electrician's name	Time of arrival	Mobile Phone Number

Park Operations

Will your event require any penetration into the ground? *

☐ Yes, pegs and holes into the ground. ☐ No, only weighted options will be used to support temporary structures. ☐ No.

Staking, pegging and other fixings into the ground requires adequate investigation to ensure mitigation against damage to underground reticulation, piping and other infrastructure. It is the Event Organiser's responsibility to phone 'Dial before you dig' to enquire about any underground services before digging or hammering any tent pegs or similar items into the ground.

Do you require line marking? *

☐ Yes ☐ No

Permission is required from the City prior to any line marking. All line markings on reserves are the responsibilities of the Event Organiser. Only waterbased paint must be used - other materials are prohibited due to the toxic effects on both people and reserves.

Will you require any heavy vehicle, truck or machinery access to the park? *

☐ Yes ☐ No

Any irrigation valve boxes need to be avoided by heavy vehicles.

Rubbish and Toilet Facilities

* indicates a required field

Toilets

Below show the toilet requirements for events less than 4 hours without alcohol:

- Up to 100 patrons at any given time - minimum 1 unisex accessible toilet.
- Up to 250 patrons - minimum 1 male toilet, 1 female toilet and 1 unisex accessible toilet

For events with alcohol, speak to an Environmental Health Officer to clarify the requirements.

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Will there be access to adequate permanent toilet facilities onsite *

☐ Yes

☐ No

Will you be providing temporary toilet facilities *

☐ Yes

☐ No

☐ Not required

Temporary Toilets

Male WC

Female WC

Accessible unisex toilet

Must be a number.	Must be a number.	Must be a number.
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Waste Management

The City recommends at least 1 waste and 1 recycle bin per 100 persons at the event.

Container Deposit Scheme (CDS) bins can be ordered for any event by emailing davef@exchangedepot.com.au. Bins need to be requested 10-14 days in advance and will be delivered and collected any day as long as arranged in advance. If there is excessive contamination of the bins there will be a charge to cover this. Ordering CDS bins in lieu of recycling bins will result in companies/sporting groups etc reducing event bin costs and increasing revenue for their charity/group. *Note: Charities receive 10c and businesses get 7c per container (if the business donates to charity, they will get the full 10c).*

Who will be supplying the bins? *

☐ Bins will be supplied by the applicant. ☐ Requesting bins to be supplied by the City of Kwinana. ☐ Using existing bins onsite

Fees may be applicable for request for bins to be supplied by the City of Kwinana.

Will this be a plastic-free event? *

☐ Yes

☐ No

A number of plastic items are banned since 1 July 2022. For more information visit: <https://plasticsbanwa.com.au/>

Request of Waste Bins to be supplied by the City

General Waste

Recycle

Delivery date required

Pick up date required

Special delivery instructions

For multiple events, please attach a list of all dates.

Must be a number.	Must be a number.	Must be a date.	Must be a date.		
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Number of bins supplied by the applicant

General Waste

Recycle

Skip Bin

Must be a number.	Must be a number.	Must be a number.
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Traders and Stallholders

* indicates a required field

Details of Food and Drinks Stalls (and Vehicles)

Will food and/or drinks be sold? *

☐ Yes ☐ No

Sale of food may include fundraising, give away for the purpose of business advertising, supplied under a contract, display for sale regardless of a commercial, charitable or community in nature.

Maximum number of food and drinks stalls/vans at any given time (Must be less than 5 including non-food stalls) *

Must be a whole number (no decimal place) and no more than 4.

Details of Food and Drinks - Consumption Only

Will food and/or drinks be served? *

☐ Yes ☐ No

Here are some helpful resources when food is being shared or cooking for charitable or community purposes:

[Cooking for Groups](#)

[Allergen Awareness for Community Catered and Bring a Plate to Share Activities](#)

Details of Food and Drinks Stalls or Vans

You may provide this information now or later but all applications must be received at least 10 business days before the event.

Community/not-for-profit groups can apply [online](#)

Commercial businesses can complete [the trader's or stallholder's permit application](#) and email it to health@kwinana.wa.gov.au

Proprietor/ Name of Person in Charge	Business Name/ Name of Stall	Contact Number	Email Address	Food business holds a valid trader's or stallholder's permit
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			Must be an email address.	

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Details of Other Stall Holders and Entertainment Activities

Will any other stallholders and/or entertainment activities be available? *

☐ Yes

☐ No

Stalls, Vans and Entertainment Details (no more than 4 stalls including food vendors)

Please indicate maximum number of stalls and vans at any one time *

Must be a whole number (no decimal place) and no more than 5.

Tick all stallholders and entertainment activities that will attend: *

- ☐ Sale of clothes, jewellery, toys, arts/crafts ☐ Promotional displays ☐ Car boot sales
☐ Entertainment activities e.g. balloon artist, stilt walker, roaming entertainers ☐ Face-painting/make-up application ☐ Hairdressing, massage and beauty therapy ☐ Flowers, pots and plants ☐ Musicians and band ☐ Sporting activities ☐ Raffles, draws and giveaway stalls ☐ Petting zoos, animals farms and displays

List of Trader's and Stallholders

You may provide this information now or supply this information at least 10 business days before the event.

Proprietor/Person In Charge	Business Name	Contact Number	Email Address	Product/Service/Activity	Attach Certificate of Currency of Public Liability Insurance	Marquee or Temporary Structure	Power Supply Required
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			Must be an email address.				

Event Parking and Traffic Management

* indicates a required field

Traffic and Pedestrian Management

Please advise if there will be any additional pre and post event transport services (e.g. shuttle bus service and provide pick up point locations)?

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Are there sufficient car parking spaces including off road and overflow parking available? *

☐ Yes ☐ No

Are there any car parking spaces for stallholders and staff? *

☐ Yes ☐ No

Is road access and egress adequate to allow for access by emergency services? *

☐ Yes ☐ No

Are the entries and exits within the facility, park, reserve or open space provided with adequate pedestrian flow and competing queues? *

☐ Yes ☐ No

Accessibility

The City of Kwinana will support event organisers to hold welcoming, accessible and safe events that leave people of all backgrounds with positive lasting memories of the City in alignment with our Disability Access and Inclusion Plan 2022-2027.

Is there an accessible parking bay/s identified by the international symbol of access (or designate accessible parking bay/s with temporary signage)? *
☐ Yes (please indicate on site plan) ☐ No

Is there a contact number on the promotional material for those require further assistance? *
☐ Yes ☐ No

Do you have free water available and designated toilet area for assistance dogs? *
☐ Yes ☐ No

Is there a continuous accessible path of travel including kerb ramps to the building from the accessible parking bay/s and toilet/s? If this is not available, have you considered other ways to provide the continuous access? *
☐ Yes ☐ No

Did your invitation or promotional material state whether the venue is accessible to people who use wheelchairs, location of parking and nearest set down area? *
☐ Yes ☐ No

Does the venue have clear, directional signage to the toilets? For night-time events, is this signage clearly lit? *
☐ Yes ☐ No

Have the invitations and promotional material been produced in plain font (Arial, Helvetica), minimum 12 point type size, contrasting colours and any text are uncluttered (with absence of background graphics and patterns)? *
☐ Yes ☐ No

First Aid and Emergency Access

*** indicates a required field**

First Aid

Will first aid attendant(s) be present throughout the entire event? *

☐ Yes ☐ No

First Aid Details

Remember to mark the first aid post on your site plan.

Number of first aid attendant(s) *

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Organisation providing first aid attendant(s)

Fire Safety

Will any activities involve burning solid fuel, e.g. coal, briquettes or wood? *

☐ Yes ☐ No

Please mark the locations of fire extinguishers (tagged and tested to AS1851 Standards) on the emergency plan and site plan. Please ensure that: 1. At least one 4.5kg B (E) dry chemical powder extinguisher is available next to any electrical generator or switchboard, any flammable liquid or gas containers; and any food preparation or cooking area. 2. At least one 4.5kg AB (E) dry chemical extinguisher or pressured water type extinguisher is available within 10m of each exit and backstage.

Emergency Services and Access

Will the police be notified or present at the event?

☐ Notified only ☐ Will be present ☐ Not applicable

Will the fire brigade be notified or present at the event?

☐ Notified only ☐ Will be present ☐ Not applicable

Will paramedic or ambulance services be notified or present at the event?

☐ Notified only ☐ Will be present ☐ Not applicable

Other Event Details

* indicates a required field

Other Event Details

Will surrounding neighbours/residents notified of the event? *

☐ Yes ☐ No

Will you be publicly advertising the event? *

☐ Yes ☐ No

Health promotion and publicity details: *

☐ Sun protection/SunSmart ☐ Safe and responsible drinking practices ☐ Smoke free environment ☐ Drug free event ☐ No health promotion

Tick all that apply.

Anticipated weather including wind condition *

Rain, wind, heat, cold, possible total fire ban.

Has a contingency plan been considered in the event of unexpected weather? *

☐ Yes ☐ No

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Advertising Details

Commencement date of advertising *

Must be a date.

Method of advertising (e.g. Facebook, media release etc) *

Do you want to advertise your event on What's On Kwinana?

☐ Yes, proceed to What's on ☐ No, don't satisfy the criteria ☐ No
Kwinana

To be listed on What's On Kwinana <https://www.kwinana.wa.gov.au/login>, events must: be open to the public; be community focused over commercial focused; be held at a public venue within City of Kwinana boundaries; have all details finalised (incomplete listings will not be accepted); have a broad appeal; not be part of an ongoing program, course, qualification or study; be submitted by the event organiser; be clear and specific (events with an unclear purpose or audience cannot be listed); and align with the community's vision for Kwinana outlined in the City's Strategic Community Plan. Browse the events section of What's On to see the types of events suitable to be listed.

Site Plan

* indicates a required field

Site Plan

A suitable site plan drawing of a reasonable scale and quality must be provided to support your event application illustrating the proposed event layout. The following information should be included in your site plan:

- Food stalls
- Non-Food Stalls
- Temporary structures
- Toilets
- First Aid Points
- Free water points
- Fire safety equipment
- Lighting towers
- Generators / Electrical Cables
- Waste bins
- Seating
- Distance to closest residence
- Fenced Off Area
- Patron Areas
- Restricted Areas
- Entrances and Exits
- Emergency Exits
- Vehicle Access Points

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- Parking Areas

Upload a copy of the event site plan *

Attach a file:

Fees and Charges

2024/25 Fees for Commercial Businesses and Individual Traders

Booking fees:

See [Space to Co](#)

Event organiser trader's and stallholder's permit fees may include:

1. Application Fee \$42
2. Daily fee: \$42 or One week: \$168 or One month \$252 or three months \$420 or six months \$588 or one year \$1092
3. Charge per non-food stall/trader for markets \$11 per stall/vendor

Food vendor trader's and stallholder's permit fees:

1. Annual approved events and markets permit - \$126 or
2. Six months designated trading area and approved events and markets - \$168 or
3. Annual designated trading area and approved events and markets - \$294

Event and public building approval fees may include:

1. Initial application for public building approval \$336
2. Certificate of approval \$168
3. Hourly rate for inspection \$168 (minimum 3 hours on weekends and public holidays).

Waste Bins fees:

1. Events – All 240L General Waste Bins (Provision, collection and disposal) \$34 (inc GST) per bin
2. Events – All 240L Recycling Bins (Provision, collection and disposal) \$34 (inc GST) per bin

Expedited fee applies if approval is required within 10 business days: \$168. However, this may not be possible depending on the complexity of the event.

For markets or ongoing events, please contact Environmental Health Services on 9439 0200 or health@kwinana.wa.gov.au for a detailed quote.

2023/24 Fees and Charges for Community Groups and Not-For-Profit Organisations

No event and trading fees apply unless application is required to be expedited.

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Booking fees will apply. See [Space to Co](#)

Expedited fee applies if approval is required within 10 business days: \$162.

Declaration

* indicates a required field

Declaration

This section must be completed by an appropriately authorised person on behalf of the applicant organisation.

I certify that to the best of my knowledge the statements made within this application are true and correct.

I will ensure that appropriate liability and other insurances are in place for the activities to be conducted.

I understand that the requirements specified in this event application form are indicative only and non-exhaustive.

I understand that this event application does not constitute event approval.

Where the event is held in an outdoor public place, I understand that this event application also serves as:

1) An application under Section 176 of the Health (Miscellaneous Provisions) Act 1911 and Regulation 4 of the Health (Public Buildings) Regulations 1992 to construct alter or extend a public building (Form 1);

2) An application for a certificate of approval under Regulation 5 of the Health (Public Buildings) Regulations 1992 (Form 2); and/or

3) An application for a trader's and stallholder's permit pursuant to Clause 7.1(2) of the City's Activities in Thoroughfares and Public Places and Trading Local Law 2011.

I agree to indemnify the City, the Council and its employees harmless from and against all damages, sums of money, costs, charges, expenses, actions, claims and demands, which may be sustained or suffered or recovered or made against the Council by any person for any loss of life or injury or damage any person may sustain as a result of and during the conduct of the event.

As the event organiser, I am responsible for complying with any other statutory requirements that exist outside this form and payment of all fees and charges associated with the application.

Information submitted on this form will be collected by the City for the purpose of assessing your event application. Where required, information submitted by you may be disclosed to relevant authorities or City contractors. You may apply to the City for access to correct and/or amend information submitted by you.

By submitting this form, you acknowledge and consent to the above.

I agree to the above *

☐ Yes

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Name of authorised person *

Title

First Name

Last Name

Must be a senior staff member, board member or appropriately authorised volunteer over the age of 18 years old.

Position *

Position held in applicant organisation (e.g. CEO, Treasurer)

Date *

Must be a date

Further information

If you have not attached the following supporting documents in this event application, you will be asked to submit them within the specified timeframes (if applicable to your event):

At least 10 days before the event

- Copies of public liability insurance certificates
- Food vendor trader's permits or temporary food stall application
- Any other documents at the request of the EHO.